

REMOVALS

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The questions in this section only apply if the child was removed from home prior to the end of the **CPS case** this review period. Removals for this review do not include:

placement with a **natural parent**

placement in **detention or youth**

placement in a **residential treatment center or other institution;**
hospital

R.1. Did the child experience a removal as a result of a CPS investigation this review period?

Check the CPS record and elsewhere in the file to determine whether or not the child was removed as defined above. If not, you may stop at this point.

YES	The child was removed.
NO	The child was not removed.

R.2. Did the worker visit the child in the placement by midnight of the second day after the date of removal from the child's home?

DCFS Practice Guideline 205.2.E, "... Visit the child in their placement by midnight of the second day after the date of removal from the child's parents/guardians. The caseworker will assess the child's adjustment to the placement and their well-being. If the case has been assigned to an ongoing caseworker, the ongoing caseworker or RN assigned to the case can complete the visit for the CPS caseworker. The CPS caseworker is responsible to ensure this visit is completed, and the CPS caseworker and ongoing or RN caseworker need to consult on the visit within 24 hours of the visit.

Weekends and holidays are not excluded from this requirement. Check the Activity Log and elsewhere in the record for evidence that the worker visited the child in the placement by midnight of the second day after the date of removal. The worker who placed the child or the ongoing CPS worker should make this visit. Visits by the health nurse or the ongoing caseworker who will be providing services subsequent to or concurrent with the CPS case may substitute for this visit when necessary. The case file **must show that the substitute worker communicated the information to the caseworker the next business day.**

YES	The worker visited the child in the placement by midnight of the second day after removal. The health nurse or the ongoing worker visited the child in placement by midnight of the second day after removal and communicated the information to the CPS worker by the next business day.
NO	There is no evidence that the worker visited the child by midnight of the second day after removal.
NA	The child was returned home before midnight of the second day after the removal and before the worker had an opportunity to visit the child. Child is on the run.

R.3. After the first required visit, did the worker (CPS or ongoing worker) visit the child in the placement at least weekly for a total of three weeks.

DCFS Practice Guideline 205.2.G,H, “After the first visit in placement is completed, the CPS caseworker will visit the child in their placement once a week until the case is transferred to an ongoing caseworker. Once the case has been transferred, the ongoing caseworker will be responsible for any further visits.”

H. Record all of the above actions in SAFE with the date they were accomplished. “after the first visit in the child’s placement is completed, **(addressed in R-2)** the CPS caseworker will visit the child in their placement once a week until the case is transferred to an ongoing worker.” These visits will occur once a week for the first four weeks of placement (205.2.E). Once the case has been transferred, the ongoing worker will be responsible for any remaining visits.” **(Either worker can make the last three required weekly visits.)**

Check the Activity Log and elsewhere in the record for evidence that a worker visited the child in the placement at least weekly for the first four weeks after the removal. **Weekly visits should occur every calendar week (i.e., Sunday - Saturday).** Visits may be made by the CPS worker or the ongoing caseworker who will be providing services subsequent to or concurrent with the CPS case. A courtesy caseworker can also make the visit. Look in both the CPS file and the foster care case file to see evidence of these visits.

YES	The worker visited the child in the placement at least weekly.
NO	There is no evidence that the worker visited the child weekly.
NA	The child returned home before the next required visit was to take place. Child on the run.

R.4. Within 24 hours of the child’s placement in care, did the worker make reasonable efforts to gather information essential to the child’s safety and well being and was this information given to the care provider?

The DCFS Practice Guideline 205.2.C, “Make reasonable efforts to obtain information essential to the safety and well- being of the child using Form CPS23 and give this information to the provider and the nurse assigned to the case within 24 hours of the child’s placement into protective custody. This information should follow the child to their first assessment. If the child is an infant, include the hospital of birth and the birth weight if this information is available.”

Check the Activity Log, documents from the 24-hour meeting Child Welfare Risk Assessment, or the SDM Safety and Risk Assessments, CPS23 Removal Form and elsewhere in the record for evidence that the worker contacted individuals for information about the child. The worker should contact as many individuals as necessary to obtain the essential information. If the first person contacted provided all the information, no other contacts are necessary. If the worker attempted to contact individuals for information and no one was able to provide the necessary information, you should still answer this question “Yes”, the worker made reasonable efforts. **Clear documentation that the information was given to the care provider is required.** If the CPS23 form is completely filled out with all known information and the provider signed and dated the form, it can be assumed that the provider received the necessary information.

YES	The worker made reasonable efforts to gather essential information about the child and the available information was given to the provider within 24 hours of placement.
PNC	The worker made reasonable efforts, but not within 24 hours of placement; or the worker obtained the information about the child but there is no evidence that the information was given to the provider.
NO	There is no evidence that the worker made reasonable efforts to gather the information and give it to the provider.
NA	The child was abandoned and there was no one to contact for information about the child.

R.5. During the CPS investigation, were reasonable efforts made to locate possible kinship placements?

DCFS Practice Guideline 206.1, “When a child is placed into protective custody, the CPS caseworker will initiate the kinship process. The CPS caseworker will consider kinship options that include a non-custodial parent, the putative father, and/or other relatives as defined by statute. The CPS caseworker will also consider kinship under ICWA when appropriate. The CPS caseworker will provide information obtained about possible kinship placements to the court at the time of the shelter hearing.”

Check reports to the court, the Order, activity logs, or other documents to determine whether the worker made reasonable efforts to locate possible kinship placements. Information may be found under the person tab in SAFE under the removal/custody button. If the child is placed with a relative, it can be assumed that the worker made efforts to locate kinship placements and this question should be answered yes.

YES	The worker made reasonable efforts to locate kinship placements.
NO	There is no evidence that the worker made efforts to locate kinship placements.
NA	The child returned home prior to or at the removal hearing and a kinship placement was not necessary. The child is abandoned and non-verbal and it is impossible to locate kinship placements.

KINSHIP TEST QUESTION

KIN.1 Were the child's identified relatives notified within 30 days of the child coming into care?

This question is only applicable on CPS cases that had a removal and where the child was not released from foster care within 30 days.

The due date is the removal date plus 30 days.

OSR will only look for evidence that one or more relatives were notified, not that "all" relatives identified were notified. It's applicable unless documentation indicates that there are no identified relatives.

YES	Evidence exists that identified relatives were notified of child in care within 30 days.
NO	No evidence exists that the identified relatives were notified of child in care. Or Evidence exists that relatives were notified but not within the 30 day time period.
NA	The child returned home prior to or at the removal hearing and a kinship placement was not necessary. No potential kin/relatives were identified.